



FOREIGN AFFAIRS HANDBOOK

14 FAH-1 – Department-Wide Personal Property Management Handbook

Change Transmittal: PPM-1

Date: August 11, 2004

14 FAH-1 DEPARTMENT-WIDE PERSONAL PROPERTY MANAGEMENT HANDBOOK CHANGES

1. The Office of Logistics Management (A/LM) has rewritten in its entirety what used to be 6 FAH-1, General Services Officer's Handbook. This is now renumbered as 14 FAH-1 and has been retitled the Department-Wide Personal Property Management Handbook since property management procedures for posts abroad and Department activities have been consolidated. The contents of this handbook should be considered as new material. Many exhibits within its pages are now more descriptive and some are enhanced with color.

2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.

3. This handbook's acronym is **PPM** for "Personal Property Management." The PPM-acronym series replaces the GS-acronym series and the first issuance begins as PPM-1.

4. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to International Broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

5. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS FOR PAPER COPIES

1. Remove and discard old 6 FAH-1, General Services Officer's Handbook (TL:GS series) and replace it with the new 14 FAH-1, Department-Wide Personal Property Management Handbook (CT:PPM series).
2. With this initial issuance, you do not have to file anything.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version can be found on the State Department's Open Net site at <http://arpsdir.a.state.gov>.
2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining the FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials, include your office/post symbols and inform A/RPS/MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST B-934, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

(A/LM)